

HQMC
7 May 01

E R R A T U M

to

MCO 1040R.10K

SELECTED MARINE CORPS RESERVE DIRECT COMMISSIONING PROGRAM (DEP)

1. Remove and replace cover page of MCO 1040R.10K.

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 1040R.10K
MCRC (OE)
1 Dec 00

MARINE CORPS ORDER 1040R.10K

From: Commandant of the Marine Corps
To: Distribution List

Subj: SELECTED MARINE CORPS RESERVE DIRECT COMMISSIONING
PROGRAM (DCP)

Ref: (a) MCO 1300.8R
(b) MCO 6100.3J
(c) ManMed, Chap. 15 (NOTAL)
(d) SECNAVINST 5510.30A (NOTAL)
(e) MCO 7220.24M
(f) DoDPM (NOTAL)
(g) MCO P1070.12J

Encl: (1) Sample Application Cover Letter
(2) DCP Application Form
(3) Academic Certification Form (ACF)
(4) Sample Interview Board Report
(5) Service Agreement
(6) Data Sheet
(7) Sample First Endorsement
(8) Information for Commanding Officers

1. Purpose. To set forth the requirements and regulations whereby qualified enlisted members of the Selected Marine Corps Reserve (SMCR) and Active Reserve (AR) may apply for appointment to unrestricted commissioned officer grade in the Selected Marine Corps Reserve (other than AR).

2. Cancellation. MCO 1040R.10J.

3. Summary of Revision. This order updates the application format to include submission of tattoo photographs and Service Record Book (SRB) page 11 entry regarding fraternization. In addition, waivers will be permitted for the maximum age and minimum test score requirements. The order has been changed to exclude warrant officers and chief warrant officers from eligibility. There are other minor administrative changes throughout the order.

**DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.**

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4. Information

a. The SMCR DCP is a highly selective program which affords exceptionally qualified enlisted Marines the opportunity to attain appointments in the commissioned officer corps.

b. This program is not intended to serve as a commissioning program for Marines who are better suited to serve as staff noncommissioned officers or warrant officers.

c. Those applicants selected for commissioning will complete Officer Candidates School (OCS) prior to appointment. Subsequent to commissioning, the new officer will be required to attend The Basic School (TBS).

d. Upon completion of TBS, the new officer will be released from active duty for training and return to the SMCR billet that he/she was originally selected to fill.

5. Eligibility. Applicants for assignment to an officer candidates class under the provisions of this order must meet the following requirements:

a. General Qualifications

(1) Be a citizen of the United States.

(2) Be a member in good standing in the SMCR/AR.

(3) Be of unquestionable moral integrity and have no record of conviction by a general, special, or summary court-martial nor have any record of conviction by a court for any offense, other than minor traffic violations. The term "conviction" includes a finding of guilt or other pretrial adjudication (including a conditional dismissal of charges, pretrial diversion, plea of nolo contendere, etc.) by a Federal, state or foreign court, whether or not a sentence was imposed, the conviction was later expunged, or the record of the court's disposition was sealed. Consult MCO P1100.73B for detailed guidance regarding disclosure of criminal offense dispositions.

(4) Not have previously failed to complete any military officer program for unsatisfactory performance. Applicants dropped at own request or for physical reasons, during training, shall be considered on a case-by-case basis.

(5) Have executed a Sole Survivor waiver of rights, if entitled to such a waiver as defined in reference (a).

(6) Must have attained a passing score on the most recently administered physical fitness test (PFT) per reference (b). Ensure PFT score is the same throughout the application package.

(7) Must not have a claim pending or be drawing a pension, disability, compensation, or retired pay from the U.S. Government.

(8) Must possess documented qualifications obtained through military or civilian education/occupational experience that are commensurate with a lieutenant's T/O billet in the SMCR. The qualifications must be reflected on the NAVMC 10476, Reserve Qualifications Summary.

b. Mental. All applicants must achieve the minimum scores shown below on one of the following standardized aptitude tests:

(1) Scholastic Aptitude Test (SAT) - minimum combined score of 1000; or

(2) American College Test (ACT) - minimum combined math and verbal score of 45; or

(3) Armed Forces Classification Test (AFCT) - a minimum converted score of 115 on the Electrical Composite (EL). Previous forms of the Armed Services Vocational Aptitude Battery (ASVAB) may still be used, provided they are not older than 14 November 1976.

c. Age. Be at least 21 years of age and less than 30 years of age on date of appointment to commissioned grade. The maximum age may be waived up to 35 years for exceptionally well-qualified applicants.

d. Physical. Be found physically qualified for appointment to commissioned grade in the U.S. Marine Corps Reserve per the standards set forth in reference (c). Waivers may be considered under the policy described in paragraph 15-3 of reference (c).

e. Academics. Must possess a 4-year baccalaureate degree from a regionally accredited college or university upon the date of application.

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f. Service Requirement. As of the application date, the applicant must:

(1) Hold the rank of corporal or above;

(2) Have a record of excellent to outstanding service;

(3) Have at least 36 months continuous service in the SMCR; or have served on active duty for a period of 3 years or more, and be serving in the SMCR.

g. Security Investigation. Per Section 6-5 of reference (d), prior to appointment, candidates must have a National Agency Check with Local Agency Check and Credit Check (NACLIC). In view of the short training period, the following action will preclude administrative delays in the acceptance of a commission:

(1) If there has been a NACLIC conducted during the current contract, reenlistment, or extension, or there has been a break in service of less than 24 months, no further action is necessary. However, include evidence of the investigation as an enclosure to the application if it is not listed on the Basic Training Record (BTR).

(2) If a NACLIC has not been completed or there has been a break in service of more than 24 months, initiate a Personnel Security Investigation (PSI) per reference (d).

(3) If a PSI has been initiated, the commanding officer will give the date the request was initiated in the endorsement of the application. The applicant must acknowledge in writing that, if the NACLIC develops information that disqualifies the applicant as an officer candidate, he/she will be subject to discharge.

6. Selective Reenlistment Bonus Payment (SRBP). Application for the SMCR DCP is not, in and of itself, a bar to bonus entitlement for either the initial payment or the anniversary installment payment under the SRBP. However, reference (e) should be referred to for further details.

7. Lump Sum Leave (LSL). Entitlement to a LSL payment is not authorized. Rule 3, table 4-4-3, of reference (f) applies.

8. Adverse Comments. Reference (g) sets forth circumstances by which a Marine is entitled to comment on unfavorable forwarding endorsements on requests for special duty, training, etc. The applicant must be counseled as to the nature and content of the endorsement.

9. Tattoos, Brandings, Piercings

a. The Marine Corps takes a conservative approach to personal appearance. Uniform regulations stress that personal appearance is to be conservative and commensurate with the high standards traditionally associated with the Marine Corps. No eccentricities in dress or appearance are permitted because they detract from uniformity and team identity.

b. The Marine Corps uniform regulations prohibit tattoos or brands on the neck and the head. Additionally, any tattoo that is gang, racist, sexist, or drug related is prohibited. In other areas of the body, tattoos or brands that are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit upon the Marine Corps, are also prohibited.

c. Tattoos, body piercing, and non-dental tooth crowns, are identified as body art. Commanders are tasked with upholding current regulations regarding eccentric appearance.

(1) Four criteria will be used to evaluate tattoos and brands to see if they comply with Marine Corps standards. These criteria are content, location, size, and effect of associating the Marine Corps and the Marine Corps uniform with the tattoo or brand.

(2) In order for the selection board to evaluate the tattoos and brands, the Marine must provide appropriate color photos which clearly identifies the tattoo, or brand, along with a description detailing location, size, and number of tattoos. In cases where the tattoo is in a private area, a written description will suffice.

d. Commanders must screen all tattoos to ensure they meet the above criteria. The commander must state in the first endorsement, "I have viewed the applicant's tattoos or brands (photos and/or description) attached as enclosure (xx) and they are within the Marine Corps standards per the Marine Corps Uniform Regulations."

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10. Fraternization

a. The Marine Corps has had great success with grow-our-own enlisted-to-officer programs. These successful programs give the Marine Corps a broad based, highly experienced officer corps. One unintended consequence of this success, however, relates to fraternization.

b. Navy Regulations, Chapter 11, General Regulations, Section 5 (Rights and Restrictions) par. 1165 (Fraternization Prohibited) states, "Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in grade or rank are prohibited. Such relationships are prejudicial to good order and discipline and violate longstanding traditions of the Naval Service." Fraternization may be charged as an offense under the Uniform Code of Military Justice. The only exceptions are familial relationships, defined as marriages that occur prior to the date of commission or appointment and relationships between parents and children or between siblings.

c. To prevent fraternization or the appearance of fraternization, it is imperative that our enlisted Marines are briefed on the Marine Corps guidelines relating to fraternization. Therefore, commanders are required to ensure that each Marine applying for an enlisted to officer program reads and understands the Marine Corps policy on fraternization. Each Marine must sign the following SRB, page 11 entry and submit a certified true copy as part of the application:

"I have read and understand the Marine Corps policy on fraternization. I understand that, as a commissioned or warrant officer, I will be required to conduct myself as an officer with respect to all enlisted personnel, of any service, at all times. Specifically, I understand that I may have to make significant changes in my current personal relationships with other service members if I become an officer. I also understand that fraternization is an offense under the UCMJ, and that the prohibition of fraternization does not make an exception for preexisting relationships other than marriages that took place prior to my date of commission or appointment to warrant officer or other family relationships, such as that between parents and children or between siblings."

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11. Submission of Applications. SMCR DCP applications are considered by a standing board at Headquarters, U.S. Marine Corps. Applications may be submitted at any time during the year. Selectees for the program will attend a 10-week Officer Candidate Course at OCS during the months of February, June, or October. Requests for a specific class assignment must be received at least six weeks prior to the class convening date. Changes of class assignment shall be considered on a case-by-case basis. Submit original applications to:

Commanding General
Marine Corps Recruiting Command (OE)
3280 Russell Road
Quantico, VA 22134-5103
Attn: SMCR DCP

12. Application Checklist

a. Application Cover Letter. Use the sample format for the application cover letter shown in enclosure (1).

b. SMCR DCP Application Form. The application form at enclosure (2) must be completed by the applicant and witnessed by the commanding officer. Local reproduction of enclosure (2) is encouraged.

c. Academic Certification Form (ACF). The applicant should locally reproduce enclosure (3) and forward it to the registrar of the most recent school attended. Provide a self-addressed, stamped envelope to facilitate the return of the form and official transcript back to the applicant. The applicant will then include the ACF and transcript as an enclosure to the application.

d. Official Transcript(s) of all College Grades/Credits. Transcripts must bear the official seal of the school. Legible copies are acceptable provided they are authenticated and certified by school authorities.

e. Evidence of Baccalaureate Degree. Should the transcript contain this information, it is not necessary to submit this enclosure.

f. Report of Medical Examination (SF88) and Report of Medical History (SF93)

(1) Send the completed SF88 and SF93, original plus one copy, directly to MCRC (OE) in advance. Use the address listed in paragraph 11 above. Retain one copy of each to include as an enclosure to the application. The SF88 and SF93 must be clearly marked "DCP APPLICANT" in block 5.

(2) Commanding officers must closely review the medical forms to ensure correctness and completeness. The following list includes the most common items overlooked or misunderstood:

(a) In accordance with paragraph 9 of this order, marks and scars must be listed. Tattoos, brandings, body piercings, etc., must be identified and appropriate color photos submitted. Do not send photos of private areas.

(b) Dental exam must be completed.

(c) HIV AIDS test results and date tested. HIV drawn or pending is not acceptable.

(d) Distant vision must be corrected to 20/20. If eyesight is other than 20/20, SF88 must contain a manifest refraction. The statement "by lenses" is not acceptable.

(e) Audiogram must be completed.

(f) Affirmative answers to questions on SF93, other than "vision in both eyes," must be explained by the physician and supporting documents submitted. Only physically qualified applicants will be considered by the board.

g. Interview Board Report. Follow the guidance in paragraph 14 of this Order. Enclosure (4) provides the sample format for the Interview Board Report.

h. Certified copies of the following current Service Record Book (SRB) pages:

- (1) Chronological Record (NAVMC 118 (3)).
- (2) Awards Page (NAVMC 118 (9)).
- (3) Administrative Remarks (NAVMC 118 (11)).
- (4) Offenses and Punishments (NAVMC 118 (12)).

i. The following computer-generated screens from the Marine Corps Total Force System (MCTFS):

- (1) Basic Individual Record (BIR).
- (2) Basic Training Record (BTR).
- (3) Record of Service (ROS). Ensure proficiency and conduct marks are current. The ROS of sergeants and above will contain average in service only.
- (4) Education Record (EDU).
- (5) Reserve Retirement Credit Report (RT07).

j. Evidence of Official SAT or ACT Scores. Should the college transcripts contain SAT or ACT scores, it is not necessary to submit the college report of test scores.

k. If the applicant is a foreign-born naturalized citizen, and the citizenship code is not on the BTR, submit a Certificate of Proof of Citizenship (NAVMC 538).

l. Service Agreement. The service agreement at enclosure (5) must be completed and submitted as an enclosure to the application with original signatures. Enclosure (5) may be locally reproduced for this purpose.

m. Data Sheet. Enclosure (6) is a data sheet which will reduce the amount of time to prepare each application for the board. The data sheet will be used for computer entry purposes only.

n. NAVMC 10476, Reserve Qualification Summary. Must be typed or printed. Insert form unfolded with the typed information on top.

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o. Handwritten Statement. Applicants must submit an essay in their own handwriting (100 words or less) on why the Marine would make a good officer.

p. Submit a recent photograph per reference (g).

13. Action of Commanding Officers

a. Commanding officers are responsible for supervision over this program within their respective commands ensuring all eligible enlisted SMCR Marines are afforded the opportunity to apply.

b. Commanding officers should follow the sample format for the first endorsement in enclosure (7).

c. Should a commanding officer desire to modify the original endorsement, the Commanding General, Marine Corps Recruiting Command (OE), shall be informed immediately.

d. Subsequent to submission of an application, should a weight gain or loss, injury or illness occur that may affect the individual's physical qualifications for appointment to commissioned grade, obtain a medical consultation and forward the results immediately to the Commanding General, Marine Corps Recruiting Command (OE).

e. If an applicant (pending or approved) is the subject of an investigation or disciplinary action, notify MCRC (OE) immediately.

f. The maintenance of a strong motivation for commissioned service and a high state of physical fitness for approved candidates awaiting assignment to OCS is essential. Enclosure (8) provides information and material for use by commanding officers in preparing candidates for transition to an officer training environment. Imaginative use of enclosure (8) will enhance the professional attitude and enthusiasm of candidates reporting to OCS.

14. Interview Board Report. The commanding officer of an SMCR unit or the commanding officer in the chain of command having special court-martial convening authority will convene a local board to interview the applicant. The board will consist of at least three officers, ensuring representation of all race/ethnic groups, and both sexes, when feasible. The board will interview the applicant and make an appropriate recommendation to the convening authority concerning the applicant's potential for commissioned service, characteristics, and communication skills.

15. Withdrawal of Application

a. Applicants must submit written notification of withdrawal of the application to MCRC (OE) should they no longer desire consideration.

b. Candidates in receipt of orders to officer candidate training who desire to withdraw may do so, but only prior to executing their orders. Commanding officers must advise MCRC (OE) of such withdrawal by message, followed by the applicant's signed and witnessed statement.

16. Selection/Nonselection. Applicants will be notified of selection or nonselection. Incomplete or ineligible applications will be returned without further action by this Headquarters.

17. Approved Officer Candidates

a. Personnel selected for this program will be assigned to a specified 10-week officer candidate class conducted at the Marine Corps Combat Development Command (MCCDC), Quantico, Virginia, on the dates prescribed by the Commandant of the Marine Corps. Selectees will be transferred, via active duty for training orders, to the Commanding General, MCCDC, Quantico, Virginia.

b. Selected candidates are required to participate in officer candidate training for the minimum period of seven weeks, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered. The Commanding Officer, OCS, is authorized to effect involuntary disenrollment for cause during any phase of officer candidate training.

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c. Personnel selected for this program must ensure:

(1) They have all dental defects, to include correction of cavities, partial plates, caps, root canals, and extractions, corrected prior to reporting to training.

(2) They bring their full military uniform allowance when reporting to OCS. Replace missing or unserviceable uniforms prior to reporting or bring sufficient funds to do the same at OCS.

(3) They bring their Service Record Book and medical/dental records upon reporting.

18. Appointment to Commissioned Grade. DCP candidates who successfully complete OCS and who are recommended by the Commanding General, MCCDC, Quantico, Virginia, will be appointed to the grade of second lieutenant in the Marine Corps Reserve. All officers so appointed will be further assigned to TBS for commissioned officer training.

19. Unsuccessful Candidates. Personnel who have a legal obligation to the SMCR will be released from active duty and transferred to the SMCR for completion of their statutory obligation. Those members with mandatory participation requirements remaining will be released from active duty and transferred to their original SMCR unit.

20. Records Disposition

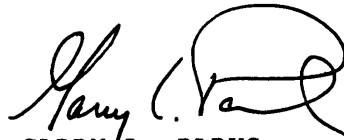
a. Pertinent information from the DCP application form and supporting documents will be incorporated into an automated database system upon receipt by MCRC (OE). The record will be resident in the database system until it is archived. Additionally, a paper report from the database will be filed for historical purposes.

b. Applications and supporting documents of selectees will be retained until incorporated into the Official Military Personnel File and the Officer Qualification Record and then destroyed.

c. Applications and supporting documents of nonselectees will be destroyed after final decision of the selection board.

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d. Commanding officer's record copy of an applicant's file must be retained for one year after selection board's decision and then destroyed.



GARRY L. PARKS

By direction

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SAMPLE APPLICATION COVER LETTER

From: (Grade, Full Name, SSN/MOS, USMCR)
To: Commandant of the Marine Corps
Via: (1) Commanding Officer/Inspector-Instructor Staff, (Unit)
(2) Commanding Officer, Endorsing Chain of Command
(3) Commanding General, Marine Reserve Forces
(4) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR DIRECT COMMISSION AS A SECOND LIEUTENANT
IN THE SELECTED MARINE CORPS RESERVE

Ref: (a) MCO 1040R.10K

Encl: (1) Data Sheet
(2) DCP Application Form
(3) Reports of Medical Examination and History
(SF88 and SF93)
(4) Service Agreement
(5) ACF, College Transcripts, and evidence of
baccalaureate degree
(6) ASVAB/AFCT/SAT or ACT evidence (if not included on any
other enclosure)
(7) Interview Board Report
(8) Official photograph
(9) Reserve Qualification Summary
(10) Certified copy of SRB page 12
(11) Certified copy of SRB page 11
(12) Certified copy of SRB page 9
(13) Certified copy of SRB page 8a
(14) Certified copy of SRB page 3
(15) BIR, BTR, ROS, EDU, & RT07
(16) List any other enclosures that apply

1. I am eligible (except for (type of waiver)) and request a commission as a second lieutenant in the Selected Marine Corps Reserve. I desire consideration for billet (table of organization (T/O) number, T/O line number, title, and location). Enclosures (1) through (as applicable) are attached as requested.

2. Unit telephone number and point of contact: (indicate your administrative office's DSN and commercial numbers. Also include home and civilian business telephone numbers.)

(Applicant's signature)

Typed Full Name

ENCLOSURE (1)

MCO 1040R.10K

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DCP APPLICATION FORM

DATE:

1. SSN	2. NAME (LAST, FIRST, MIDDLE (MAIDEN) JR., ETC		3. PRES GRD/DOR	4. PMOS
5. DATE AND PLACE OF BIRTH (CITY, STATE)		MARITAL STATUS AND DEPENDENTS	6. SEX	7. R/E CODE
			8. CITIZENSHIP CODE	9. PEBD
10. SCHOOL INFORMATION			11. DUTY STATION (COMPLETE ADDRESS)	
A. COLLEGE / UNIVERSITY WHERE DEGREE WAS AWARDED		B. CODE	C. EDUC/MAJ	
		D. GPA	E. GRAD DTE	
12. ECC DATE	13. DATE AND LENGTH OF EXTENSION		UNIT DSN & CML PHONE:	
			CIV HM PHONE: CIV WK PHONE:	
14. PGM CODE	15. OCS CLASS	16. PFT SCORE	UNIT POC NAME & BILLET:	
		PU/FLX CR RUN TIME	17. WAIVERS REQUIRED	18. FY
				19. PROJ COMM DATE
20. TEST SCORES				
A. ASVAB/AFCT COMPOSITE SCORES				
GT	EL	CL	MM	B. SAT MATH / VERBAL / COMB
				C. ACT ENGL / MATH / COMB
21. RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED SERVICE				

	YES	NO		YES	NO
1. HAVE YOU EVER APPLIED FOR OR BEEN A MEMBER OF ANY ROTC OR OTHER TYPE OF OFFICER CANDIDATE PROGRAM?			5. HAVE YOU EVER BEEN PSYCHOLOGICALLY OR PHYSICALLY DEPENDENT UPON ANY DRUGS OR ALCOHOL?		
2. HAVE YOU EVER FAILED IN ANY MILITARY FLIGHT TRAINING PROGRAM?			6. ARE YOU A CONSCIENTIOUS OBJECTOR?		
3. ARE YOU A "SOLE SURVIVING" SON?			7. HAVE YOU EVER USED NONPRESCRIBED OR ILLEGAL DRUGS?		
4. HAVE YOU EVER BEEN ARRESTED, CONVICTED OR SENTENCED BY A COURT?			8. HAVE YOU EVER BEEN A TRAFFICKER OF ILLEGAL DRUGS?		

IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS, ATTACH A STATEMENT EXPLAINING THE CIRCUMSTANCES.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT KNOWING AND WILLFUL FALSE STATEMENTS ON THIS FORM CAN BE PUNISHED BY A FINE OR IMPRISONMENT OR BOTH. (SEE U.S. CODE TITLE 18, SECTION 1001.)

APPLICANT'S
SIGNATURE _____

(SIGNATURE OF COMMANDING OFFICER)

TYPED NAME AND GRADE OF CO

ENCLOSURE (2)

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INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR THE DIRECT
COMMISSIONING PROGRAM (DCP)

1. Most of the items on this form are self-explanatory.
The following is a list of those items which may need more
explanation. The majority of these items can be found on
the applicant's BIR/BTR:

- Block 3 - PRES GRADE/DOR: Present Grade and Date of Rank.
- Block 4 - PMOS: Primary military occupational speciality.
- Block 7 - R/E: Race/Ethnic Code.
- Block 9 - PEBD: Pay Entry Base Date.
- Block 10b - CODE: College Code - Leave Blank.
- Block 10c - EDUC/MAJ: Education Level and Major Subject.
Use one-digit code indicating the type of certificate
issued followed by the two-digit code indicating the major
subject of study.
- Block 10d - GPA: Grade Point Average as shown on the ACF.
If ACF does not contain the cumulative GPA, leave blank.
- Block 10e - GRAD DTE: Graduation Date.
- Block 14 - PGM CODE: Program Code. Leave blank.
- Block 15 - OCS CLASS: Leave blank.
- Block 16 - PFT SCORE: Provide total points attained and
number of pull-ups/flex-arm hang, crunches, and run-time.
- Block 17 - WAIVERS REQUIRED: Enlistment waiver codes
which require to be renewed. If none, leave blank.
Use the following codes: DD - Moral; DG - Drugs;
DH - Alcohol; and HY - Physical.
- Block 18 - FY: Fiscal Year.
- Block 19 - PROJ COMM: Projected commission date.
Leave blank.

2. Ensure application is signed by the applicant and witnessed
by the commanding officer.

ENCLOSURE (2)

ACADEMIC CERTIFICATION FOR THE DIRECT COMMISSIONING PROGRAM

NAME OF STUDENT	SOCIAL SECURITY NUMBER
COLLEGE OR UNIVERSITY	

This is to certify that the above named subject:

Was / Was not a regularly enrolled full-time student at this institution.

The above named student completed requirements for the following degree:

___ Associate ___ Baccalaureate ___ Masters

Date of completion of degree requirements:

The below information is required to determine this student's eligibility for admission to, or retention in, the U.S. Marine Corps Reserve Direct Commissioning Program:

MAJOR SUBJECT _____

TOTAL NUMBER OF HOURS ATTEMPTED _____

TOTAL NUMBER OF HOURS COMPLETED _____

TOTAL NUMBER OF GRADE POINTS ACHIEVED _____

CUMULATIVE GRADE POINT AVERAGE (GPA) _____

AT THIS INSTITUTION A GPA OF _____ IS EQUIVALENT TO A "C."

SAT SCORE: MATH _____ VERBAL _____

ACT SCORE: MATH _____ ENGLISH _____

It is requested that a certified copy of the student's transcript be returned with this form.

PLEASE	SIGNATURE _____
AFFIX	TITLE _____
SEAL	DATE _____

ENCLOSURE (3)

MCO 1040R.10K
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COMPLETE MAILING ADDRESS
OF COLLEGE/UNIVERSITY
INCLUDING ZIP CODE

Dear Registrar,

The student whose name appears on the enclosed form has applied for enrollment in the Selected Marine Corps Reserve Direct Commissioning Program. Since a minimum grade point is required for admission to or retention in our programs, I am requesting your cooperation in furnishing essential information on this individual's academic status.

I realize many demands are made upon your time, but please be assured the Marine Corps relies on this information in the decision process.

Enclosed is an addressed, postage free envelope for your convenience in returning this form.

Sincerely,

I am aware of the provisions of the Family Education Rights Act. I hereby authorize the release of the requested information and an official transcript directly to the Marine Corps agency indicated on this form.

(Signature of Witness)

(Signature of Applicant)

(Date)

ENCLOSURE (3)

SAMPLE INTERVIEW BOARD REPORT

(To be completed by the local interview board on each applicant for the SMCR Direct Commissioning Program.)

1. Command convening board: _____
(List full address)

2. Name of applicant: _____
(Last) (First) (M.I.)

(Grade) (SSN) (MOS)
3. Date of present grade: _____
4. The applicant named above appeared before the interview board on (date) and the following comments constitute the opinion of a majority of the members.
 - a. MANNER, APPEARANCE, BEARING: (Comment appropriately on the applicant's military presence, appearance, and bearing. Is it above, below, or at the standard generally expected of a Marine officer?)
 - b. VOICE, LANGUAGE, EXPRESSION, ALERTNESS, ABILITY TO COMMUNICATE: (Comment appropriately on the applicant's ability to project clear, concise and intelligent expression. Does the applicant readily understand the meaning of questions?)
 - c. PROFESSIONAL KNOWLEDGE: (Comment on the applicant's military proficiency, general knowledge of the Marine Corps, social, and civic awareness.)
 - d. SELF-CONFIDENCE, PERSONALITY, MOTIVATION: (Comment on the applicant's degree of self-confidence, exhibited personality, and motivation for commission.)
 - e. OTHER QUALIFICATIONS: (Does the applicant possess qualifications, not previously reported, that would be of particular value as a Reserve officer?)

ENCLOSURE (4)

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5. RECOMMENDATION: (Name of Applicant) is recommended with (enthusiasm) (confidence) (reservation) or (not recommended) for direct appointment to commissioned grade as a second lieutenant in the U.S. Marine Corps Reserve. (Make a summary evaluation of the applicant's qualifications and potential for commissioned service.)

6. MEMBERS OF THE INTERVIEW BOARD:

Member: (Full name, grade, component)

Member: (Full name, grade, component)

Member: (Full name, grade, component)

Signature of Senior Member

ENCLOSURE (4)

SERVICE AGREEMENT

1. I will accept a commission as a second lieutenant in the Selected Marine Corps Reserve (other than AR), if tendered.
2. I understand that possession of the minimum required uniform is expected although subsequent service in the Selected Marine Corps Reserve may qualify me for an initial uniform allowance of \$100.
3. I acknowledge that upon reporting to an officer candidate class, I will be required to participate in training for a minimum period of seven weeks, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.
4. I understand that subsequent to being commissioned, I agree to:
 - (a) Satisfactorily participate in 48 scheduled inactive duty training (IDT) periods during the first 3 years;
 - (b) Attend the first three Annual Training (AT) periods;
 - (c) Satisfactorily complete The Basic School;
5. I agree not to resign a commission in the U.S. Marine Corps Reserve prior to the eighth anniversary of the date of receipt of original commission.
6. I understand that the intent of the program is to fill specific billets in an SMCR unit (not on active duty) and that any request for active duty must be approved by Reserve Affairs.
7. I understand, if I am on an AR contract and I am selected to fill an SMCR billet, I will be released from my AR contract on the first day of the seventh month after accepting my appointment.
8. I further agree to comply with any portion of the foregoing agreement.

Signature of Applicant

Typed Full Name and SSN

Signature of Witnessing Officer

Typed Full Name and SSN

ENCLOSURE (5)

DATA SHEET

INSTRUCTIONS: This enclosure is to be locally reproduced.
Applicant must complete items A through I in column 2.
USE ALL CAPITAL LETTERS.

COLUMN 1

COLUMN 2

- A. FULL NAME: (LAST FIRST MI)
- B. SSN:
- C. PRESENT PAY GRADE: (E-X)
- D. PRIMARY MOS:
- E. RACE/ETHNIC CODE:
- F. EL/SAT/ACT TEST SCORES
- G. AGE: (As of date of appointment)
Years, months, and days
- H. TIME IN SERVICE: Years and months

=====HQMC=====ACTION=====ONLY=====

CHECKLIST

WAIVERS

- ☐ PHOTOGRAPH
- ☐ SRB PAGE 12
- ☐ SRB PAGE 11
- ☐ SRB PAGE 9
- ☐ SRB PAGE 3
- ☐ ROS/EDU/RT07
- ☐ RESERVE QUALIFICATION SUMMARY
- ☐ BIR & BTR
- ☐ U.S. CITIZEN
- ☐ AGE
- ☐ TIS
- ☐ EL/SAT/ACT
- ☐ NAC

ENDORSEMENTS

- ☐ RECOMMENDED
- ☐ NOT RECOMMENDED

ENCLOSURE (6)

SAMPLE FIRST ENDORSEMENT

FIRST ENDORSEMENT on (Grade, Full Name)'s SMCR DCP application
of (date)

From: Commanding Officer, (Unit)
To: Commandant of the Marine Corps
Via: (1) Commanding Officer, Endorsing Chain of Command
(2) Commanding General, Marine Reserve Forces
(3) Commanding General, Marine Corps Recruiting Command
Code (OE), 3280 Russell Road, Quantico, VA 22134-5103

Subj: APPLICATION FOR DIRECT COMMISSION AS A SECOND LEUTENANT
IN THE SELECTED MARINE CORPS RESERVE

1. The information contained in the basic application and enclosures (1) through (X), has been verified with records on file in this command and is correct. The applicant meets the basic eligibility requirements for the Selected Marine Corps Reserve Direct Commissioning Program.

2. The height and weight of the applicant are (inches) and (pounds). Applicant (is/is not) medically and dentally qualified. The applicant last took the PFT on (date) and obtained the following score:

Pull ups/Flex Arm Hang	20 (100)
Crunches	100 (100)
Run	18:00 (100)
Total	300 (1st Class)

3. Provide a recommendation statement using the following categories:

- a. Recommended with enthusiasm.
- b. Recommended with confidence.
- c. Recommended with reservation.
- d. Not recommended.

ENCLOSURE (7)

MCO 1040R.10K

1 Dec 00

The recommendation must be fully justified by the commanding officer and should be explained in the form of remarks normally included in section C of a fitness report. Provide an analysis of the applicant's potential for commissioned service in the desired billet. In addition, any waiver requested must be fully justified.

4. The applicant has served in this command _____ months and has _____ months remaining on current enlistment or extension thereto.

5. The applicant's NACLC was initiated on (date).
(Only use this paragraph if NACLC has not been completed.)

6. "I have viewed the applicant's tattoos or brands (photos and/or description) attached as enclosure (xx) and they are within the Marine Corps standards per the Marine Corps Uniform Regulations." (Omit this paragraph if it does not apply.)

(Signature of I-I)

(Signature of Commanding Officer)

ENCLOSURE (7)

INFORMATION FOR COMMANDING OFFICERS

1. Background. The DCP supplements civilian source officer procurement efforts by providing the Marine Corps with an excellent base of unrestricted officers. DCP candidates report to OCS with varying degrees of mental and physical readiness. This readiness, or lack of it, is a direct reflection of a strong or weak command interest in the approved applicant prior to reporting to precommissioning training. Such command interest is an important factor in the attitude with which the candidate enters training. Many voluntary requests for disenrollment can be avoided if the new candidate has been given personal supervision by a knowledgeable officer.

2. The list below provides helpful suggestions by which commanding officers may monitor and motivate approved DCP candidates within the command prior to reporting to OCS.

a. Have candidates briefed on precommissioning training by a locally assigned lieutenant, if available, who is a recent graduate of TBS. Women applicants should be briefed by a woman officer, whenever possible.

b. Have candidates participate in a daily monitored program which has both variety and concentration on physical fitness. Emphasis should be placed on endurance exercises such as running, upper body development (both of which should be on occasion completed in boots), and circuit training.

c. Encourage candidates to read the OCS Handout. The OCS Handout is mailed to all selectees for the program.

ENCLOSURE (8)